Meeting Minutes

Wednesday, September 4, 2013-2:30 PM

Public Works Committee of the Village of Lena Board

Municipal Building Board Room, 117 E Main Street, Lena WI.

Present: Steve Marquardt, Craig LeFebre and Linda Hinds

Joined by: Larry Shallow and Cory Marquardt

Approval of meeting minutes: Motion by Linda Hinds to approve the minutes and second by Steve Marquardt. Motion made to approve the agenda by Craig LeFebre second by Linda Hinds.

New Business:

1. Time Study: Linda Hinds will shadow Cory Marquardt in the near future.
2. Standardized Working Hours: Monday thru Thursday hours will be 6:30 — 3:00 and on Friday 6:30 — 10:30. How does this work for the employees? It would work better for Larry Shallow if the time frame was 5:45 to 2:15. Cory's Marquardt would rather have a 6:45-3:15 time frame. The board has no issues with these time frames. It is the board's goal to do what we have to do to make the job successful for everyone.
3. Cell Phone Usage: Employees need to set up voice mail and also answer village cell phone appropriately by stating name and village of Lena. Also to answer messages left on voice mail.
4. Job Description: Job descriptions were handed to Larry Shallow and Cory Marquardt
   Cory Marquardt: Street Supervisor
   Larry Shallow: WWTP Operator
   Employee should review the job description and we will discuss at the next meeting with changes.
5. Committee convenes into closed session pursuant to Wi Stat 19.85 (1) (c) for the purpose of discussing personal issues. Motion made by Craig LeFre and second by Linda Hinds
   Roll call vote: Linda Hinds — Aye, Steve Marquardt-aye and Craig LeFebre-aye. Motion carried (at 2:40)
   Board returned to open session to conduct legal business as allowed by WI Statute 19.85 (2)
   Motion carried by Steve Marquardt and second by Linda Hinds. Motion carried at (4:00)
6. Motion to adjourn the meeting: Motion by Steve Marquardt and second by Linda Hinds
7. Set up next meeting date: Wednesday September 4, 2013 — 2:30 pm

Linda Hinds Recording Secretary